

Assistant Corporate Bond Portfolio Manager

NYSIF (Investments Department – New York City)

Salary: \$175,000 to \$225,000

Salary within the posted range will be commensurate with experience. Please note, NYSIF does not offer bonus programs as part of our compensation program. Please note, the salary range displayed includes special salary treatments, such as location pay.

Description:

With more than \$22 billion in assets under management, the New York State Insurance Fund (NYSIF) is one of the nation's largest workers' compensation insurers. As NYSIF continues to invest in its growing and industry-leading investment platform, the investment team is seeking an Assistant Corporate Bond Portfolio Manager to support the management of its corporate bond exposure, representing more than \$9 billion in assets across its portfolios.

The Assistant Corporate Bond Portfolio Manager is integral to the corporate bond investment process and a key contributor to trading activities. Success in this role requires leveraging NYSIF resources and in particular collaborating closely with the credit research, risk, and sustainability teams. This position offers meaningful development at the intersection of global capital markets, portfolio construction, and credit management.

Responsibilities include, but are not limited to:

- Support monthly and quarterly reporting for the team and senior management, leveraging NYSIF internal and external resources.
- Help elevate credit investment processes to best-in-class industry standards, leveraging existing technology and systems to improve workflow efficiency.
- Partner with the NYSIF sustainability team to help implement NYSIF's portfolio decarbonization objectives.
- Maintain relationships with financial institutions, advisory groups, and management teams on fixed-income investment policy and procedures.

Portfolio Management

- Assist in developing and executing NYSIF's investment strategy.
- Participate in investment decision-making, including attending and contributing to the Credit Team's daily and periodic meetings.
- Conduct risk analysis and recommend portfolio positioning and optimization strategies.
- Generate investment ideas using relative-value and fundamental analysis.
- Ensure compliance with investment policy guidelines and applicable statutory and regulatory requirements.

Trading and Liquidity Management

- Execute trades across a range of fixed-income instruments, including conducting qualitative and quantitative valuation, sourcing liquidity, ensuring accurate trade processing and smooth operational workflows.

- Support cash management across multiple NYSIF portfolios by planning for and executing liquidity and funding needs.
- Support NYSIF's fiduciary responsibilities by maintaining relationships with trading and syndicate desks across the investment banking community, as well as with securities-lending and money-market counterparties.

Basic Qualifications:

- Bachelor's degree and minimum five years of relevant experience in institutional fixed income corporate bond investing and trading. Preference may be given to candidates who have obtained an MBA or the Chartered Financial Analyst (CFA) credential; CFA study at any level is a plus.
- Experience with portfolio management software, and knowledge of analytic systems, Blackrock Aladdin in particular, is preferred.
- Proficient in PowerPoint, Excel, and MS Office; skills in programming languages.
- Strong math, statistical, and quantitative skills are essential.
- Deep understanding of fixed income instruments and public credit markets, risk analytics, and portfolio management techniques.
- Solid understanding of global capital markets, macroeconomics, and financial analysis.
- Experience with electronic trading platforms such as MarketAxess, Directbooks, Bloomberg FIT.
- Experience with derivatives instruments is desirable.
- High attention to detail and a passion for money management.
- Ability to work effectively in a team environment and independently.

Please be advised that the New York State Insurance Fund (NYSIF) does not offer sponsorship for employment visas to employees or potential employees. Candidates sponsored for employment by an organization should be aware of their sponsorship status and the relevant expiration date(s) of that sponsorship before applying to this position. NYSIF is not currently enrolled in eVerify, which is a requirement for certain types of employment verifications.

To Apply:

Please submit your resume and cover letter to recruit@nysif.com.

Additional Information:

- Primary Location: New York City
- Travel: 10%
- Schedule: 9 AM – 5 PM
- Telecommuting: Subject to NYSIF's telecommuting program approval process, this position may offer up to 50% telecommuting.
- Jurisdictional classification: Exempt
- Bargaining unit: Management/Confidential
- Civil Service title: Special Investment Officer

All exempt appointments require completion of a background check by the NYS Governor's Office of Appointments prior to appointment and completion of an annual Financial Disclosure Statement upon appointment offer.

As this position is not tenure-bearing, except under specific circumstances, the employment relationship can be altered at any time by either the incumbent or the appointing authority.

Fringe Benefits:

- Competitive compensation
- Future career growth potential
- Open and supportive team-based environment
- Plentiful vacation, personal, and sick time off
- Paid state and federal holidays
- Affordable health insurance plans
- Dental and vision benefits provided at no additional cost
- Retirement options
- Public Student Loan Forgiveness (PSLF)
- Possibility of telecommuting, flextime, and Alternative Work Schedules (AWS)

About NYSIF:

For more information about NYSIF, including our mission, commitment to diversity, equity, and inclusion, and efforts to fulfill Executive Order 31, please visit www.nysif.com.

If you are a person with a disability and wish to request that a reasonable accommodation be provided for you to participate in a job interview, please send an email to NYSIF's Reasonable Accommodations mailbox at ra@nysif.com.